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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3300.1B**

Effective Date: May  
08, 2009

Expiration Date: May  
08, 2014

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(NASA Only)

## **Subject: Appointment of Personnel To/From NASA**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 7. Employment in the Excepted Service**

### **7.1 Trial Period**

7.1.1 Any person appointed to a continuing excepted position without time limitation and without authority for future noncompetitive conversion to competitive appointment (e.g., attorney, foreign national) is required to serve a trial period of one year. This applies not only to the first such appointment but to any subsequent new appointment to this type of excepted position.

7.1.1.1 Each employee shall be evaluated during the trial period prior to the completion of the tenth month of such period.

7.1.1.2 Termination action should be initiated in cases where the employee's work performance or conduct fails to demonstrate fitness or qualifications for continued employment. The employee shall be notified in writing as to why he/she is being terminated and the effective date of the action.

7.1.1.3 In all cases of initial appointments to this type of excepted position, the SF-50, Notification of Personnel Action, covering such an appointment shall contain, under "Remarks," the following: "This appointment is subject to the satisfactory completion of a one-year trial period and recommendation for continued employment at the end of such trial period."

7.1.2 Any person appointed to an excepted position with authority for future noncompetitive conversion to a competitive appointment (e.g., Presidential Management Fellow, Federal Career Intern) is required to meet the conditions of the excepted appointing authority. For example, Presidential Management Fellows and similar appointees shall remain under an excepted-conditional appointment until they meet the

requirements for noncompetitive conversion to career (or career-conditional) appointment, without the requirement for a one-year trial period. The requirements stated in the appointing authority provide a period of conditional employment (generally two or more years), which must be completed prior to conversion to a career or career-conditional appointment. This service may be credited toward completion of the probationary period requirement in the competitive service.

7.1.2.1 If conversion is from a nonprofessional position (e.g. student career experience appointee in an engineering technician position) to a professional position (e.g., a professional AST position), service in the nonprofessional position shall not be credited toward completion of the probationary period for the professional position.

7.1.2.2 Each employee shall be evaluated at least two months prior to the projected conversion date.

7.1.3 No trial period is required for appointment to an excepted position with time limitation and without authority for future noncompetitive conversion to competitive appointment (e.g., experts and consultants, college faculty or college graduate students, student temporary employment program appointees). These authorities generally may not be extended beyond a given date or period of time.

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